Preparations for the npdGamma Collaboration Meeting, Ann Arbor, Dec. 13-14 2002

- S. Page, Dec.9, 2002

Dear Collaborators,

As noted in earlier emails from Seppo and Kevin, we need to focus this meeting on coming up with an installation and commissioning plan for the experiment that will carry us from now through the end of the beam cycle in 2003. (Beam is expected to be available from July 1 for 6 months, at the present time.) Seppo has already called for input from each work package manager by Dec. 6 covering the schedule for each item from now through installation. However, we need even more than this to be worked out at our upcoming meeting.

We need a detailed plan for what test measurements need to be done, how to do them, who will take responsibility for doing or at least leading them, and who will analyze the results. We need to specify what the goals of each test measurement are so that when the results are analyzed we can either cross the item off our list or go back and know exactly what it is that has to be fixed.

We also need a detailed list of manpower commitments from each institution, plus a manpower schedule for the installation and commissioning period at LANL starting next spring and carrying through the end of the run cycle in December 2003. This point was raised earlier when I circulated a copy of my "Commissioning and Operating Plans" talk to the DOE review committee, together with a copy of our response to the review committee homework problem about manpower and responsibilities. I also circulated some information about furnished apartments that we can rent and share as a collaboration to keep the costs down next summer, but we need a schedule of who is coming and when so that this can be made to happen and so that the rent can be shared appropriately.

The Executive Committee is working on a shift policy that we will present at the collaboration meeting, and we will circulate a draft copy soon. Clearly it is time to have something in place to help us organize ourselves and man the necessary shifts to get the experiment done successfully.

To prepare for these discussions, please review the documents relevant to the recent DOE review, and if you have not already done so and are a work package manager, send your schedule information to Seppo. If you are associated strongly with a particular work package, and have not already done so, please consult with your work package manager and let him/her know about your availability to assist at LANL with installation and commissioning. Once we get the basic components of the experiment installed and debugged, we move immediately into testing the experiment as a whole and demonstrating that it is ready to take data.

A list of goals of this phase of our work was summarized in the commissioning plans document. For each goal we need to develop a method and procedure, identifying one or more responsible parties to make sure it is successfully carried out. Here is a summary list to date, with responsible parties/ measurement team leaders identified. We need to discuss how we are going to accomplish each of these goals and come up with an implementation plan that will work.

(Note, these are probably not all correct and are in any case not complete! I have just put names down as a starting point for discussion)

- Chopper working (Mark,)
- Beam monitors working and calibrated (Shelley)
- Beam flux and stability ok (?)
- Guide field ok (Roger & ?)
- ^{3}He systems working, stable polarization (Kevin et al.)
- Spin flipper working and calibrated (Scott, Bill ….)
- Target working, (ortho:para) fraction ok, stable (Mike, …)
- Electrical systems ok, no noise, cross-talk in CsI electronics (Scott …)
- DAQ working, online and offline analysis in good shape (Greg, Michael G.))
- Detector working, sufficiently shielded (Mike, Michael G., David…)
- Detector alignment scheme working and calibrated (Shelley, …..)
- False asymmetries negligible, "beam off" time bins understood (David)
- Guide and ^{3}He field reversals give consistent results (all)
- Chlorine asymmetry measured, expected results (all)

I have used these considerations, plus the usual need to review the status of the project as a whole, to come up with the following draft agenda for our meeting next weekend. Everyone should indicate specific plans including timescale and manpower as they address the topics below. We need to know the schedule for completion, installation, setup and commissioning. What analysis routines are needed and who will be responsible for implementing them in the online/offline DAQ?

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DRAFT AGENDA

Friday, December 13th:

9:00	Welcome, opening remarks	Kevin/David
9:15	Master schedule	Seppo
10:00	Discussion	
10:30	*Coffee break*	
10:45	Beam tests in mini-cave, Jan. 2003	David/Seppo
11:00	Experimental Layout and discussion	Seppo

11:30	Guide field installation, commissioning	(? Roger's not coming ?)
11:45	Beam monitors	Shelley
12:00	*Lunch*	
13:00	^{3}He polarizer – installation, setup, commissioning	Kevin
14:00	Analyzer – plan, installation, setup, etc.	Bill
14:30	RFSF and Calibration Scheme	Scott
15:00	Discussion: polarimetry issues	
15:30	*Coffee break*	
15:45	Detector stand, installation schedule	Shelley, Mike
16:00	Target assembly, testing, installation	Mike
16:30	Chlorine target cells, procedure	Mike
17:00	Neutron shielding	David/Seppo
17:45	Discussion	
18:15	*Break for Collaboration Dinner*	

Saturday, Dec. 14th

09:00	Electrical systems – installation, testing, etc.	Scott
09:30	Detector – commissioning tasks	Mike
10:00	DAQ and analysis, discussion	Greg
10:30	*coffee break*	
10:45	Executive Committee Report: manpower, shifts, policy issues, discussion	Shelley, Mark…
12:00	Planning session: manpower in 2003, apartments…	
12:30	*Lunch*	
1:30	Systematic error investigations, discussion	David
2:30	Detailed installation schedule, manpower needs, discussion	Seppo
3:30	*Coffee Break*	
4:00 pm	Working group discussions	